



City of Huntington Beach Planning Department **STUDY SESSION REPORT**

TO: Planning Commission
FROM: Scott Hess, AICP, Director of Planning
BY: Andrew Gonzales, Assistant Planner AG
DATE: May 27, 2008

SUBJECT: CONDITIONAL USE PERMIT NO. 07-033 AND NEGATIVE DECLARATION NO. 07-006 (MY FIRST MONTESSORI PRESCHOOL)

LOCATION: 19118 Brookhurst Street, 92646 (eastside of Brookhurst Street, south of Garfield Avenue)

PROJECT REQUEST AND SPECIAL CONSIDERATIONS

Conditional Use Permit No. 07-033 and Negative Declaration No. 07-006 represents a request to permit the establishment of a 22,585 sq. ft. day care/preschool facility within a vacant tenant suite in an existing commercial shopping center. The day care/preschool facility will share a building with Pepboys Auto service. The day care/preschool will include 12 classrooms in conjunction with an approximately 27,500 sq. ft. outdoor gated playground along the east side of the building in an area currently used as a parking lot. The façade of the building will be improved with new windows, doors, and stucco, in addition to a distinctive front entrance on the building's northerly elevation. The facility will operate weekdays between the hours of 6:00 AM and 6:30 PM, with varying hours on the weekend for extended day care and tutoring. The facility is anticipated to have a maximum capacity of 200 children with approximately 20 onsite staff members. The ages of children will range from 6 months to 12 years old.

CURRENT LAND USE, HISTORY OF SITE, ZONING, AND GENERAL PLAN DESIGNATIONS

LOCATION	GENERAL PLAN	ZONING	LAND USE
Subject Property:	CN-F1 (Commercial Neighborhood– 0.35 max. Floor Area Ratio)	CG (Commercial General)	Commercial
North of Subject Property (across Garfield)	NA (within the City of Fountain Valley)	NA	Commercial
South and East of Subject Property	RL-7 (Residential Low Density – 7 units max. per acre)	RL (Residential Low Density)	Single family residential
West of Subject Property (across Brookhurst)	CN-F1	CG	Commercial

APPLICATION PROCESS AND TIMELINES

DATE OF COMPLETE APPLICATION:

December 20, 2007

MANDATORY PROCESSING DATE(S):

Negative Declaration: June 17, 2008 (180 days)

Conditional Use Permit: Within 60 days from Negative Declaration Approval

Conditional Use Permit No. 07-033 was filed on September 11, 2007, and deemed complete December 20, 2007. The application is tentatively scheduled for public hearing before the Planning Commission on June 10, 2008.

CEQA ANALYSIS/REVIEW

Negative Declaration No. 07-006 analyzes the potential environmental impacts associated with implementation of the proposed project. Staff determined that no potentially significant impacts are anticipated. On May 1, 2008 the Environmental Assessment Committee reviewed Environmental Assessment No. 07-006 and approved the processing of a negative declaration. The Planning Department advertised draft Negative Declaration No. 07-006 for 20 days commencing on Thursday, May 1, 2008, and ending Wednesday, May 21, 2008. As of May 20, 2008, three comment letters were received, two letters from neighboring residents and one from the Environmental Board. The letters identified concerns pertaining to the school's impacts on traffic, student safety, and the proximity of the proposed playground area to residential properties (Attachment Nos. 5 & 6). Staff will prepare a response to all comment letters received as part of the Planning Commission staff report.

COMMENTS FROM CITY DEPARTMENTS AND OTHER PUBLIC AGENCIES

The Departments of Building & Safety, Fire, Police, and Public Works have reviewed the application and identified comments and applicable code requirements provided in Attachment No. 4.

PUBLIC MEETINGS, COMMENTS AND CONCERNS

There have been no public meetings regarding this request. Three letters were received during the public comment period for Negative Declaration No. 07-006 (Attachment Nos. 5 & 6).

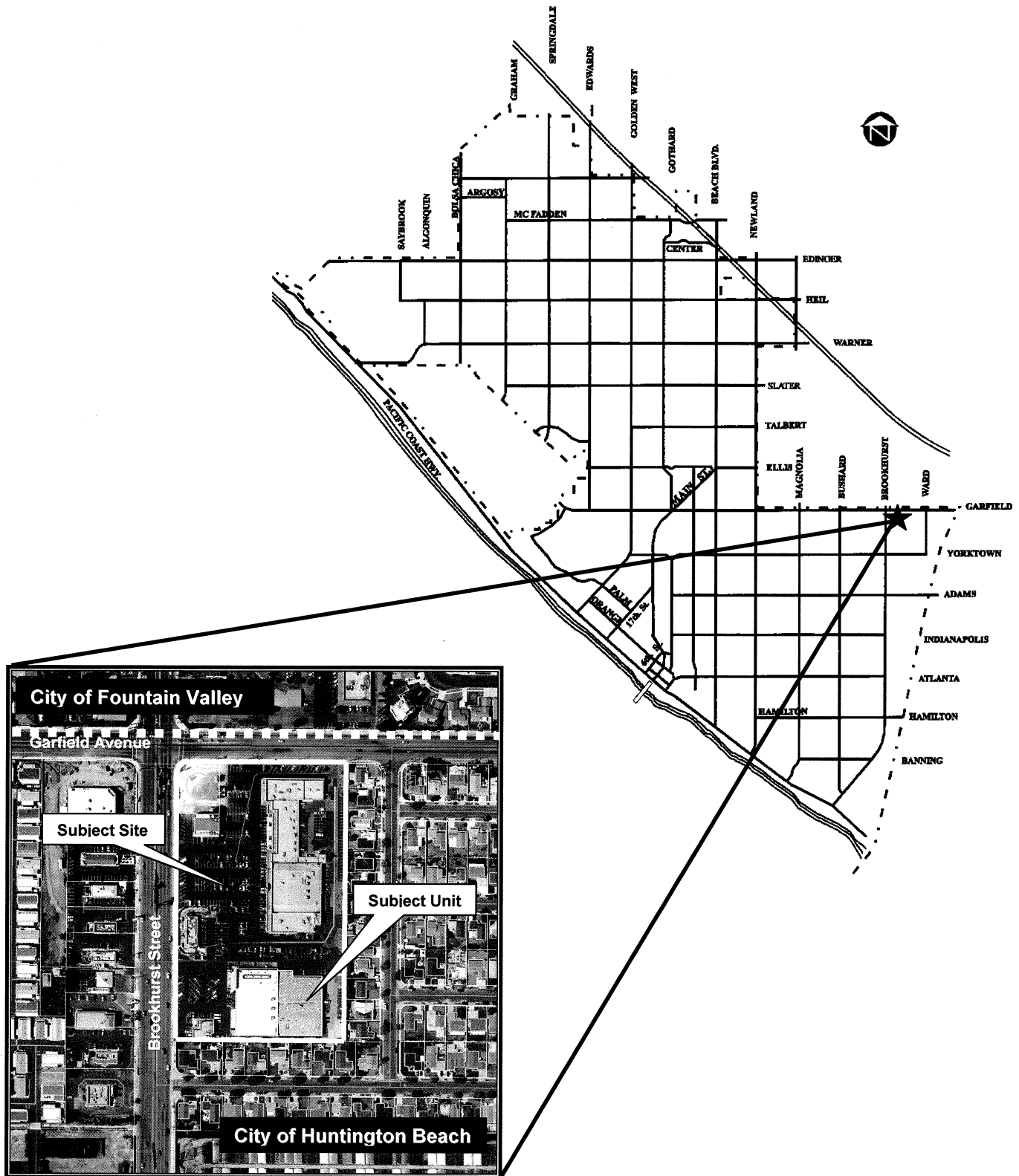
PLANNING ISSUES

The primary issues regarding the proposed day care/preschool facility are land use compatibility, circulation, and design. The subject site is located adjacent to commercial and residential uses. The proposed use may pose potential safety hazards due to the proposed reconfiguration of the parking lot and the proximity of the facility to an auto-oriented use (i.e., Pepboys Auto). Furthermore the proposal involves conversion of a parking lot into a playground which may concentrate noise, associated with recreational outdoor activities, onto neighboring residential properties.

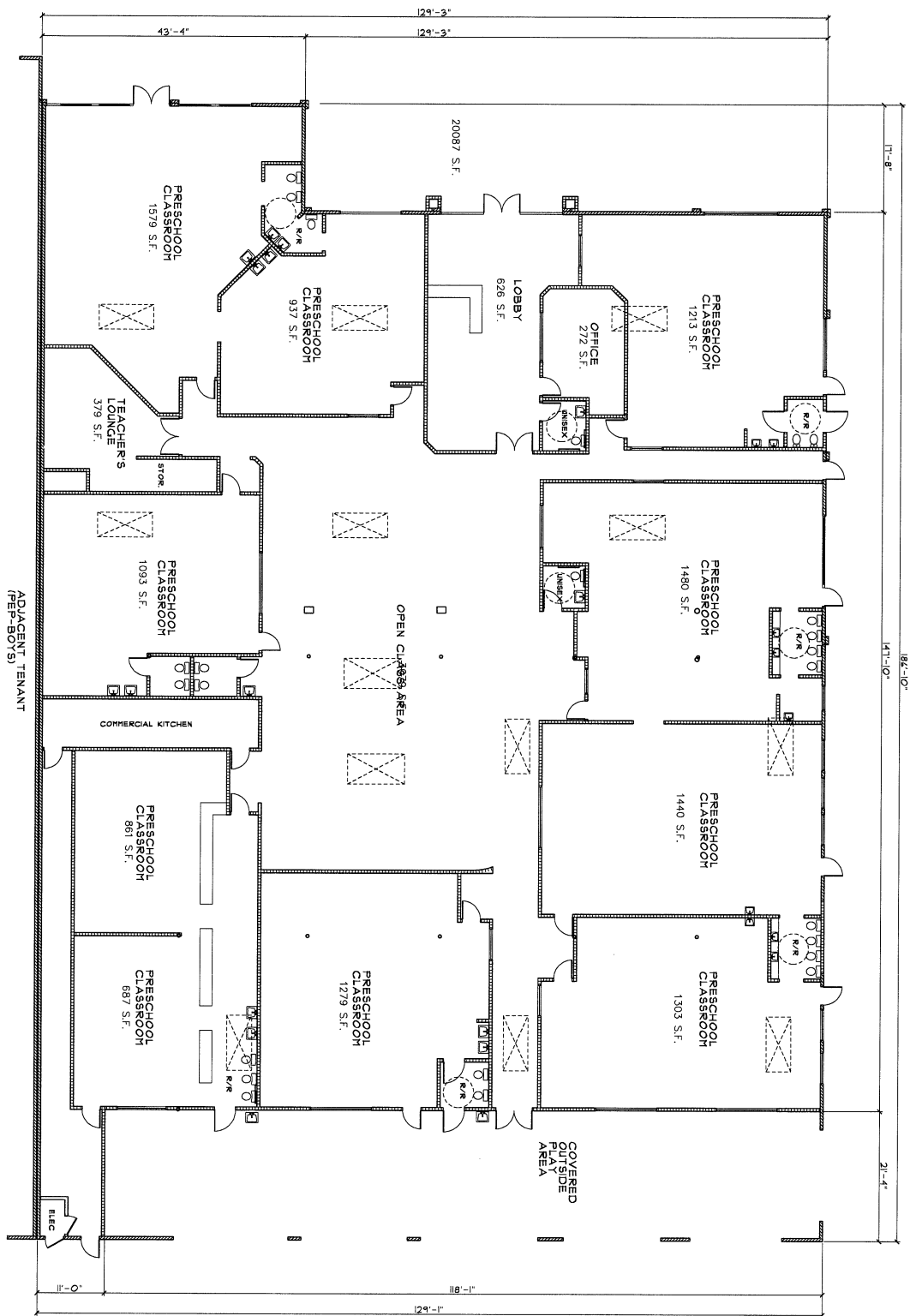
ATTACHMENTS:

1. Vicinity map
2. Project Plans received and dated April 24, 2008
3. Project Narrative received and dated October 30, 2007
4. Code Requirements Letter dated October 15, 2007 (for informational purposes only)
5. Letters of Opposition
6. Environmental Board comments dated May 16, 2008

SH:HF:AG:lw



VICINITY MAP
CONDITIONAL USE PERMIT NO. 07-033
(MONTESSORI PRESCHOOL – 1918 BROOKHURST STREET)



City of Huntington Beach

FLOOR PLAN

APR 24 2008

ADJACENT TENANT
(PEP-BOYS)

REVISIONS		DATE	BY	DESCRIPTION
NO.	DESCRIPTION			
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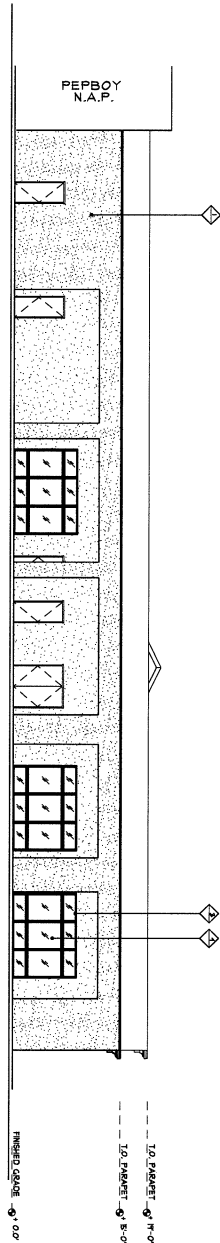


PROJECT LOCATION
19118 BROOKHURST
HUNTINGTON BEACH, CA 92646

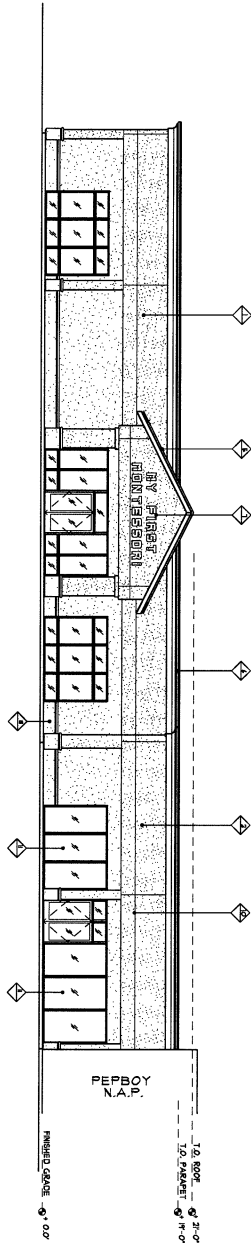
PROPOSED TENANT IMPROVEMENT FOR
MY FIRST MONTESSORI SCHOOL
19118 BROOKHURST STREET
HUNTINGTON BEACH CA, 92646
(714) 274-396

DATE
1/8/08
DRAWN
PNH
SCALE
1/8" = 1'-0"
JOB NO.
094

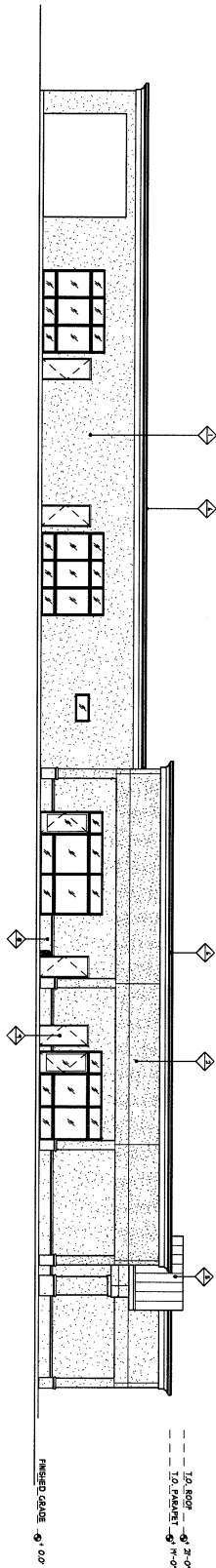
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BACK ELEVATION (SOUTH)



FRONT ELEVATION (NORTH)



LEFT ELEVATION (EAST)

City of Huntington Beach

APR 24 2008

EXTERIOR FINISH SCHEDULE		REVISIONS
MATERIAL		
1/2" EXTERIOR STUCCO FINISH	1	
1/2" EXTERIOR STUCCO FINISH	2	
PRECAST CONCRETE PLANT-ON	3	
ALUMINUM STOREFRONT	4	
GLASS	5	
STANDING SEAM METAL ROOF	6	
TO MATCH EXISTING	7	
EXISTING W/ TEXTURED ACETIC FINISH	8	
1/2" EXTERIOR STUCCO FINISH	9	
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1/2" EXTERIOR STUCCO FINISH	100	

A-2

My First Montessori Preschool, Inc.

19732 Beach Blvd. Huntington Beach, CA 92648

Tel: (714) 274-3966 Fax: (866) 584-7435

City of Huntington Beach
Planning Department
2000 Main Street
Huntington Beach, CA 92648
(714) 536-5271

City of Huntington Beach
OCT 30 2007

To Whom It May Concern:

This letter is in regards to a proposal for opening a childcare center at 19118 Brookhurst St. in the City of Huntington Beach. Our goal is to provide a safe, secure and state of the art preschool for the community.

There is currently a large demand for out-of-the-home care because both parents work. The CCL (Child Care Licensing Board) confirms that there is a need for childcare providers in the cities of Orange and Huntington Beach. The waiting list for preschools in Huntington Beach and neighboring Fountain Valley is estimated at 4 months, with no guarantee of availability. Parents requiring immediate placement, like ourselves, are forced to drive farther out to other cities such as Westminster and Garden Grove for child care.

The proposed lot size is almost an acre entirely dedicated to the childcare facility. The building size is 22,585 sq ft. It will have 12 classrooms, each of which will have its own restroom. One of the classrooms will be a fully equipped computer room with 30 stations. There will also be a well stocked library adjacent to the terminals. When not in use on the weekends, we plan to allow the children and parents to have full access to this resource for homework and other projects.

We will be providing quality care for a total of over 200 children including infants, toddlers, preschoolers, and school age children ages 6 weeks thru 12 years old. We will provide childcare classes up to kindergarten level and before and after school childcare for school age children up to the age of 12 years old. The center will be open Monday through Friday from 6:00 a.m. to 6:30 p.m. with the possibility of extended care and tutoring on Saturday.

We will hire about 20 teachers. In order to retain quality staff we will offer full benefits including, but not limited to, family health, dental and vision insurance, paid sick leave and vacation, as well as Roth IRA and 401K retirement plans.

ATTACHMENT NO. 3.1

Because safety is our number one priority, the entire building will have a 24/7 surveillance system with live camera feed onto the internet. There will be cameras in every classroom and the surrounding proximity. The locked entry into the facility can only be opened with an authorized fingerprint scan and identification code.

Please try your best to help us through this process so that we may start building our preschool. We are on a time constraint with the landlord because we will not be able to begin construction until zoning is approved. We, in turn, will do everything we can to meet all of the city's requirements in a timely matter. We will strive to provide a safe, secure and well-maintained facility that is fundamentally nurturing and loving in its approach.

Please feel free to contact us anytime at (714) 315-0234. We look forward to serving the future generation of Huntington Beach.

Respectfully,



Kendall H. Le

President

My First Montessori Preschool, Inc.

Child Care Program Description

Philosophy

The Montessori philosophy of education is that in order to develop physical, intellectual and spiritual potential to the fullest, the child must have freedom. Children move themselves toward learning. The teacher prepares the environment, directs the activity and offers the child stimulation. It is the child who learns and who is motivated through work itself, not solely by the teacher's direction. Montessori teaches children to observe, to think, to judge. It introduces children to the joy of learning at an early age and provides a framework in which intellectual and social development go hand in hand.

Goals and Methods

The main objective of the school is to provide a carefully planned, stimulating environment which will help children develop within themselves the foundational habits, attitudes, skills and ideas which are essential for a lifetime of creative thinking and learning. All concepts will be presented in a safe, secure, loving and respectful environment. The children will be guided to develop:

- a positive attitude toward school and learning
- a sense of healthy self-esteem
- the basic skills necessary for a lifetime of learning
- an abiding curiosity
- habits of initiative and persistence
- sensory-motor skills in order to sharpen the ability to discriminate and judge
- socially acceptable behavior
- each child's innate, ultimate potential through high self-expectations
- a child's love of learning through a process which is fun and enjoyable to the child.

City of Huntington Beach

OCT 30 2007

ATTACHMENT NO. 3.3

Days/hours of Operation

The school offers both full-day and half-day programs. The full day begins at 9:00 and ends at 3:00. The half day begins at 9:00 and ends at 12:30. Extended child care programs are available for children year round. The program is offered from 6:30 to 9:00 a.m. and from 3:00 to 6:30 p.m. Occasional child care is available for an hourly fee, but should be scheduled in advance to ensure proper teacher/child ratios. The school closes promptly at 6:30 p.m. All children must be picked up by that time. If there is an unforeseen emergency which prevents the parent from arriving by 6:30, the child will be attended to and a fee of \$1.00 per minute per child will be charged. This fee is payable at the time the child is picked up and must be paid directly to the person who assumed responsibility for the child.

Admission

Children 2 to 6 years of age may be considered for admission. In order to be accepted, the child must have adequate attention span and be able to follow directions. In addition, we have an infant/toddler program which will accommodate children from 6 months through 24 months. A personal interview is required of prospective students so that proper placement may be determined. All students are subject to a four week adjustment period. If after this adjustment period the child has not settled in, a conference will be scheduled to determine if the program is meeting the needs of the child. Parents are also required to tour the facility and meet with the Director prior to admission.

The enrollment process includes submitting admission forms with a \$100.00 deposit, which is non-refundable. The enrollment package must be completed before the child's first day.

Prior to admission, it is required that the parents submit a physician's report which covers the child's general health, physical and emotional maturity, special needs, and immunizations. A child may be exempt from immunization requirements when (a) his physician recommends against immunization on medical grounds and a letter is received by the school, or (b) his parents sign a medical release based on religious beliefs. A child may not begin school unless immunization or exemption requirements have been met.

Holidays

The school will be closed in observance of the following holidays; in addition there will be several Parent Conference and Teacher Training Days which the school will be closed all day and Staff Days when the school will close at 3:30 p.m.

- | | |
|-------------------------------|------------------------------|
| • Labor Day | Tuesday, 9/4/07 |
| • Staff Day (3:30 p.m. close) | Friday, 10/5/07 |
| • Columbus Day | Monday, 10/8/07 |
| • Parent Conference Day | Friday, 11/2/07 |
| • Veterans Day | Monday, 11/12/07 |
| • Thanksgiving | Thurs. – Fri., 11/22-23/07 |
| • Staff Day (3:30 p.m. close) | Friday, 12/7/07 |
| • Christmas | Mon. – Tues., 12/24-25/07 |
| • New Year's Day | Mon. – Tues., 12/31 – 1/1/08 |
| • Staff Day (3:30 p.m. close) | Friday, 1/4/08 |
| • Martin Luther King Day | Monday, 1/21/08 |
| • Staff Day (3:30 p.m. close) | Friday, 2/1/08 |
| • Lincoln Day | Monday, 2/11/08 |
| • President's Day | Monday, 2/18/08 |
| • Teacher Training Day | To be Announced |
| • Good Friday | Friday, 3/21/08 |
| • Staff Day (3:30 p.m. close) | Friday, 4/11/08 |
| • Parent Conference Day | Friday, 5/2/08 |
| • Memorial Day | Monday, 5/26/08 |
| • Staff Day (3:30 p.m. close) | Friday, 6/6/08 |

Extended Programs

Summer Program - summer is a time of relaxed learning and lots of fun. Themes are created to engage the child's interest. This eight week session will keep your child in the habit and routine of school, but will provide a light break from the regular curriculum. The continuity will be great for him/her and it still allows for one month of family vacation. If desired, we are able to offer all students a one month tuition credit for either of the summer months. In order to hold your child's spot for the fall you must financially commit to one of the summer months. If you choose to keep your child out for the entire summer, your child will be placed at the top of the waiting list for the fall.

Elective Subjects – each year various elective subjects are offered. A child may attend these classes only after enrolling with the authorization of the parents. If the parent wishes to enroll the child, the application form and appropriate fees are to be submitted to the office.

Field Trips – During the course of the year we will be taking a limited amount of field trips to enrich learning experiences. Generally, only children 4 years and older go on field trips and all trips will be well chaperoned by parents and teachers. All field trips will be announced in advance and all children must have signed permission slips on file before participating. Parent drivers are asked to provide proof of insurance.

Special Events

Fundraiser – the school has a yearly fundraiser. All proceeds go to the Orange County Montessori Foundation, which is a non profit organization that was founded and directed by parent and teachers of the school. The money raised is used to provide scholarships to the school for families in need.

Parent Conferences – parent conferences are scheduled twice annually, in the fall and again in the spring. Written evaluations will be issued in the winter and the last day of school. Special meetings may be scheduled at times that are mutually convenient for the parent and teacher.

Holidays – holidays are celebrated in each classroom according to the discretion of the teachers. A few of our favorite holidays will be celebrated school wide. We appreciate parent help and support for these events.

Birthdays – Children may celebrate their birthday at school as long as the teacher is notified in advance. We ask that the low sugar policy be followed as much as possible during this time. Birthdays at school are not intended to be the child's primary celebration. Please do not bring balloons or other favors on the day. Birthday invitations for children's birthday parties will not be passed out at school unless all children in the class are included. This policy is intended to keep any child from feeling left out. You may use the School Directory to acquire names and addresses of the children you wish to invite.

Nutrition

The school observes a "low sugar" (sugar listed as a fifth ingredient or lower) policy in the interest of the children's health and behavior. Please make sure that enough food is included in your child's lunch to provide a healthy balance of the food groups. The children who do not sign up for hot lunch must bring their own lunches to school. Standard size lunch pails should be used unless there is an all-day field trip, in which case the children should bring their lunches in a labeled, disposable lunch bag including a disposable fruit drink or water. We suggest that the children participate in the preparation of their lunches as an extension to their cooking and nutrition lessons at school.

Although proper nutrition is an important part of our day, we will not force a child to eat. We will encourage them to take bits and monitor their consumption; however, we will not take recess away or punish a child for not finishing their lunch. Any uneaten food will be sent home to help parents determine appropriate amounts for their children.

Food which requires refrigeration or heating may be brought in a large mouth thermos found in most supermarkets or drugstores. The school does not have the capability of heating individual lunches. If an unacceptable item (i.e. high sugar) is mistakenly included in your child's lunch, it will not be thrown away, but put in a labeled lunch bag to be taken home.

As part of the children's Practical Life Activities, the school will have a monthly snack host sign up calendar. This will allow the children to experience the full process of creating a meal: shopping, preparing and serving. Each month parents will sign up to bring the snack on a specific day. Teachers will provide suggestions that meet our school's nutrition guidelines. Your child will help prepare and serve the snack that day. Children experience great joy and pride in the process. A snack will always be served whether we have a snack host or not. Please plan on serving 24 children.

Illnesses and Medication

An ill child will not be allowed to enter the classroom. If a child becomes ill at school, the parent will be contacted to arrange for the child's care. The child may be kept in the sick room until the parent arrives. This child must be picked up by the parent or authorized person within 30 minutes of notification.

Children may not attend school if they have:

- Had a fever over 100 degrees in the last 24 hours
- Had diarrhea or have been vomiting within the last 24 hours
- A persistent cough and/or nasal drainage that is anything other than clear
- An infectious or communicable disease without a doctor's release

Children who are taking prescription medication must have a written authorization from their doctor detailing the exact dosage to be given. Non prescription drugs will not be administered at the school. The medication must be presented to the school in the original container and it must state the child's name and dosage required. The prescription must be current. The parent must give the school written authorization to dispense any medication to the child. All medication must be handed to the director or administrator by the parent or legal guardian. It is dangerous to send any type of medication to school in a child's lunch pail. Any medication sent to school without following the proper procedures will be returned home and not administered to the child.

Emergency Care

In the case of illness, accident or injury to a child, the parent will be notified and instruction for the course of action will be obtained from the school or designated hospital.

In the event that a child is involved in a minor mishap at school, the teacher will complete an Ouch Report. This form is used to report accidents such as playground injuries (bumps, scrapes, bruises). The report is our means of informing parents of an out of the ordinary incident involving their child that may have occurred during the school day. If a laceration or a head injury occurs the parent is notified immediately by phone, and a recommendation will be made whether the student should receive medical attention.

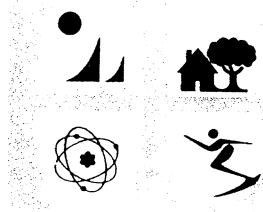
Release Authorization

When you arrive at school please sign your child in with your personal ID code and escort them to class. If you do not have an ID code, please see the administrator in the front office. At the sign-in counter, please be sure to look for parent notices and reminders posted on the board.

Children will not be released to any person other than a parent, legal guardian or someone duly authorized in writing by the parent or guardian. At the time of enrollment, parents are asked to list those people authorized to pick up their children. If it becomes necessary to have someone not on your list to pick up a child, a written release must be provided by the parent. This person must be able to identify themselves with pictured ID. It is against the law for the school to prohibit a parent from picking up their child unless the school is provided with documentation stating otherwise. Please contact the office in these circumstances.

Schedule of Daily Events

6:30 – 7:30	Morning Daycare (Indoors)
7:30 – 9:00	Outside Playtime
9:00 – 9:15	Potty-time and Wash-up
9:15 – 9:30	Circle Time and Class
	Commencement
9:30 – 10:00	Snack Time and Clean-up
10:00 – 11:15	Montessori Work and Creative Thinking
11:15 – 11:30	Potty-time and Wash-up
11:30 – 12:00	Lunch and Clean-up
12:00 – 12:30	Outside Playtime
12:30 – 2:30	Naptime
2:30 – 3:00	Snack Time and Clean-up
3:00 – 5:00	Outside Playtime
5:00 – 6:30	Evening Daycare and Activities (Indoors)



City of Huntington Beach

2000 MAIN STREET

CALIFORNIA 92648

DEPARTMENT OF PLANNING

Phone 536-5271
Fax 374-1540

October 15, 2007

Tom Pham
My First Montessori Preschool, Inc.
8846 El Presidente Avenue
Fountain Valley, CA 92708

**SUBJECT: CONDITIONAL USE PERMIT NO. 2007-033 (19118 Brookhurst Street)
PROJECT IMPLEMENTATION CODE REQUIREMENTS**

Dear Mr. Pham,

In order to assist you with your development proposal, staff has reviewed the project and identified applicable city policies, standard plans, and development and use requirements, excerpted from the City of Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes. This list is intended to help you through the permitting process and various stages of project implementation.

Please be advised that pending the status on your application, it should be noted that this requirement list is in addition to any "conditions of approval" adopted by the Planning Commission. Please note that if the design of your project or site conditions change, the list may also change.

The attached project implementation code requirements may be appealed to the Planning Commission as a matter separate from the associated entitlement(s) within ten calendar days of the Planning Commission's determination of the project pursuant to the Huntington Beach Zoning and Subdivision Ordinance Section 248.24. The appeal fee is \$494.00.

If you would like a clarification of any of these requirements, an explanation of the Huntington Beach Zoning & Subdivision Ordinance and Municipal Codes, or believe some of the items listed do not apply to your project, and/or you would like to discuss them in further detail, please contact me at 714-374-1547 or at agonzales@surfcity-hb.org and/or the respective source department (contact person below).

Sincerely,


Andrew Gonzales
Assistant Planner

Enclosures: Planning Department requirements dated October 15, 2007
Police Department requirements dated October 11, 2007
Public Works Department requirements dated October 8, 2007

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ATTACHMENT NO. 4.1

Building & Safety Department requirements dated September 26, 2007
Fire Department requirements dated September 25, 2007

Cc: Daniel Lee, Building and Safety Department – 714-536-5679
Lee Caldwell, Fire Department – 714-536-5531
Jim Wagner, Public Works – 714-536-5467
Jan Thomas, Police Department – 949-348-8186
Herb Fauland, Principal Planner
Jason Kelley, Planning Department
Project File



CITY OF HUNTINGTON BEACH PLANNING DEPARTMENT

PROJECT IMPLEMENTATION CODE REQUIREMENTS

DATE: OCTOBER 15, 2007
PROJECT NAME: MY FIRST MONTESSORI PRESCHOOL
ENTITLEMENTS: CONDITIONAL USE PERMIT NO. 2007-033
PROJECT LOCATION: 19118 BROOKHURST STREET, HUNTINGTON BEACH
PLAN REVIEWER: ANDREW GONZALES, ASSISTANT PLANNER
TELEPHONE/E-MAIL: (714) 536-1547/ AGONZALES@SURFCITY-HB.ORG
PROJECT DESCRIPTION: TO PERMIT THE ESTABLISHMENT OF AN APPROXIMATELY 22,584 SQ. FT. DAY CARE FACILITY WITHIN AN EXISTING COMMERCIAL UNIT.

The following is a list of code requirements deemed applicable to the proposed project based on plans received and dated September 11, 2007. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. A list of conditions of approval adopted by the Planning Commission in conjunction with the requested entitlement(s), if any, will also be provided should your request be approved. If you have any questions regarding these requirements, please contact the Plan Reviewer.

CONDITIONAL USE PERMIT NO. 2007-033:

1. The site plan, floor plans, and elevations approved by the Planning Commission shall be the conceptually approved design with the following modifications:
 - a. Elevations shall depict approved colors and building materials.
 - b. Parking lot striping shall comply with Chapter 231 of the Zoning and Subdivision Ordinance and Title 24, California Administrative Code.
 - c. All exterior mechanical equipment shall be screened from view on all sides. Rooftop mechanical equipment shall be setback a minimum of 15 feet from the exterior edges of the building. Equipment to be screened includes, but is not limited to, heating, air conditioning, refrigeration equipment, plumbing lines, ductwork and transformers. Said screening shall be architecturally compatible with the building in terms of materials and colors. If screening is not designed specifically into the building, a rooftop mechanical equipment plan showing proposed screening must be submitted for review and approval with the application for building permit(s).
 - d. Play equipment shall not exceed six feet in height, except as approved by the Planning Commission at a noticed public hearing.
 - e. Bicycle parking facilities shall be provided in accordance with the provisions of HBZSO Section 231.20 – *Bicycle Parking*.

ATTACHMENT NO. 4.3

2. Prior to submittal for building permits, the following shall be completed:
 - a. Zoning entitlement conditions of approval, code requirements identified herein and code requirements identified in separately transmitted memorandum from the Departments of Fire and Public Works shall be printed verbatim on one of the first three pages of all the working drawing sets used for issuance of building permits (architectural, structural, electrical, mechanical and plumbing) and shall be referenced in the sheet index. The minimum font size utilized for printed text shall be 12 point.
3. Prior to issuance of building permits, the following shall be completed:
 - a. A planned sign program for all signage shall be submitted to the Planning Department. Said program shall be approved prior to the first sign request.
4. The structure cannot be occupied until the following has been completed:
 - a. All improvements must be completed in accordance with approved plans, except as provided for by conditions of approval.
 - b. All existing signs which do not conform with Planned Sign Program No. 92-003 and Chapter 233 - Signs of the Huntington Beach Zoning & Subdivision Ordinance shall be removed or modified to conform.
 - c. Compliance with all conditions of approval specified herein shall be verified by the Planning Department.
 - d. A Certificate of Occupancy must be approved by the Planning Department and issued by the Building and Safety Department.
5. The Development Services Departments (Building & Safety, Fire, Planning and Public Works) shall be responsible for ensuring compliance with all applicable code requirements and conditions of approval. The Director of Planning may approve minor amendments to plans and/or conditions of approval as appropriate based on changed circumstances, new information or other relevant factors. Any proposed plan/project revisions shall be called out on the plan sets submitted for building permits. Permits shall not be issued until the Development Services Departments have reviewed and approved the proposed changes for conformance with the intent of the Planning Commission's action. If the proposed changes are of a substantial nature, an amendment to the original entitlement reviewed by the Planning Commission may be required pursuant to the provisions of HBZSO Section 241.18.
6. The applicant and/or applicant's representative shall be responsible for ensuring the accuracy of all plans and information submitted to the City for review and approval.
7. Conditional Use Permit No. 07-033 shall not become effective until the ten calendar day appeal period from the Planning Commission approval of the entitlements has elapsed.
8. Conditional Use Permit No. 07-033 shall become null and void unless exercised within one year of the date of final approval or such extension of time as may be granted by the Director pursuant to a written request submitted to the Planning Department a minimum 30 days prior to the expiration date.
9. The Planning Commission reserves the right to revoke Conditional Use Permit No. 07-033 pursuant to a public hearing for revocation, if any violation of the conditions of approval, Huntington Beach Zoning and Subdivision Ordinance or Municipal Code occurs.

10. The project shall comply with all applicable requirements of the Municipal Code, Building & Safety Department and Fire Department, as well as applicable local, State and Federal Fire Codes, Ordinances, and standards, except as noted herein.
11. Construction shall be limited to Monday – Saturday 7:00 AM to 8:00 PM. Construction shall be prohibited Sundays and Federal holidays.
12. The applicant shall submit a check in the amount of \$50.00 for the posting of the Notice of Exemption at the County of Orange Clerk's Office. The check shall be made out to the County of Orange and submitted to the Planning Department within two (2) days of the Planning Commission's approval of entitlements.
13. All landscaping shall be maintained in a neat and clean manner, and in conformance with the HBZSO. Prior to removing or replacing any landscaped areas, check with the Departments of Planning and Public Works for Code requirements. Substantial changes may require approval by the Planning Commission



CITY OF HUNTINGTON BEACH POLICE DEPARTMENT

PROJECT IMPLEMENTATION RECOMMENDATIONS

DATE: OCTOBER 11, 2007

ENTITLEMENTS: CONDITIONAL USE PERMIT NO. 2007-033

PROJECT LOCATION: 19118 BROOKHURST STREET (SOUTHEAST CORNER OF
BROOKHURST STREET AND GARFIELD AVENUE)

PROJECT PLANNER: ANDREW GONZALES

PLAN REVIEWER: JAN THOMAS, HUNTINGTON BEACH POLICE DEPARTMENT

TELEPHONE/E-MAIL: (949) 348-8186 JCKTHOMAS@COX.NET

PROJECT DESCRIPTION: TO PERMIT THE ESTABLISHMENT OF AN APPROX. 22,584 SQ. FT.
DAY CARE FACILITY WITHIN AN EXISTING UNIT (MY FIRST
MONTESSORI PRESCHOOL, INC.)

The following is a list of recommendations deemed applicable to the proposed project based on plans received and dated September 11, 2007. The comments are based on the discipline Crime Prevention Through Environmental Design (CPTED), which identifies aspects of the development that could benefit through application of crime prevention concepts. Comments are categorized under "Recommendations to enhance the quality of the project" or "Suggested conditions." Comments are intended to assist the applicant by identifying areas that would benefit the users of the property as well as the Huntington Beach Police Department through implementation of the following suggestions. If you have any questions regarding these requirements, please contact the Plan Reviewer.

Suggested conditions:

Concern: Play area is shown to be on the south and east sides of the building. The play area will abut the adjacent residential neighborhood. Noise levels could cause conflict between users. Residents may be negatively impacted by the noise.

Recommend: Play area be placed exclusively on the north side of the building (at the front). The front entrance door to the facility could be beside the play area, on the north side of the building as well, using a separate entrance next to the gated play area. The play area in the front brings the noise away from the surrounding neighborhood and brings the play area to a more visible part of the property.

Concern: Every classroom should have two exits.

Recommend: Add another exit door to the classroom shown on the northwest of the development. It shows one exit (unless there is an exit to the exterior of the building – not clear on plan).

Concern: Front door leads directly into the parking drive aisle.

Recommend: Entrance should have a fence in front in case a child runs out ahead of the parent, thus lessening the chance that a child will run into the parking area/drive aisle.

ATTACHMENT NO. 4.6



HUNTINGTON BEACH PUBLIC WORKS DEPARTMENT

PROJECT IMPLEMENTATION CODE REQUIREMENTS

DATE: OCTOBER 8, 2007
PROJECT NAME: MONTESSORI PRESCHOOL
ENTITLEMENTS: CUP 07-033
PLNG APPLICATION NO: 2007-0201
DATE OF PLANS: SEPTEMBER 11, 2007
PROJECT LOCATION: 19118 BROOKHURST STREET, HUNTINGTON BEACH
PROJECT PLANNER: ANDREW GONZALES, ASSISTANT PLANNER
TELEPHONE/E-MAIL: 714-374-1547 / AGONZALES@SURFCITY-HB.ORG
PLAN REVIEWER: JAMES WAGNER, SENIOR CIVIL ENGINEER *JRW*
TELEPHONE/E-MAIL: 714-536-5467 / JWAGNER@SURFCITY-HB.ORG
PROJECT DESCRIPTION: TO PERMIT THE ESTABLISHMENT OF AN APPROXIMATELY 22,584 SQUARE FOOT DAY CARE FACILITY WITHIN AN EXISTING COMMERCIAL UNIT.

The following is a list of code requirements deemed applicable to the proposed project based on plans as stated above. The items below are to meet the City of Huntington Beach's Municipal Code (HBMC), Zoning and Subdivision Ordinance (ZSO), Department of Public Works Standard Plans (Civil, Water and Landscaping) and the American Public Works Association (APWA) Standards Specifications for Public Works Construction (Green Book), the Orange County Drainage Area management Plan (DAMP), and the City Arboricultural and Landscape Standards and Specifications. The list is intended to assist the applicant by identifying requirements which shall be satisfied during the various stages of project permitting, implementation and construction. If you have any questions regarding these requirements, please contact the Plan Reviewer.

THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO ISSUANCE OF A BUILDING PERMIT:

1. A Precise Grading Plan, prepared by a Licensed Civil Engineer, shall be submitted to the Public Works Department for review and approval. The plans shall comply with Public Works plan preparation guidelines (MC 17.05/ZSO 230.84)
2. The relocated trash bin enclosure area shall be designed to divert roof and pavement drainage around the area, and screened or walled to prevent off-site transport of trash. The trash bin enclosure area shall be covered or roofed. Connection of trash area drains into the storm drain system is prohibited. (DAMP)
3. A Grading Permit shall be issued by Public Works. (MC 17.05)

ATTACHMENT NO. 4.7

THE FOLLOWING DEVELOPMENT REQUIREMENTS SHALL BE COMPLETED PRIOR TO FINAL INSPECTION OR OCCUPANCY:

1. All new utilities shall be undergrounded. (MC 17.64)
2. All applicable Public Works fees shall be paid at the current rate unless otherwise stated, per the Public Works Fee Schedule adopted by the City Council Resolutions 2007-58 and 2007-59. (ZSO 240.06/ZSO 250.16)



**CITY OF HUNTINGTON BEACH
BUILDING AND SAFETY DEPARTMENT
PROJECT IMPLEMENTATION CODE REQUIREMENTS**

DATE: SEPTEMBER 26, 2007
PROJECT NAME: MY FIRST MONTESSORI PRESCHOOL
ENTITLEMENTS: CONDITIONAL USE PERMIT NO. 2007-033
PROJECT LOCATION: 19118 BROOKHURST STREET, HUNTINGTON BEACH
PROJECT PLANNER: ANDREW GONZALES, ASSOCIATE PLANNER
PLAN REVIEWER: DANIEL LEE, PLAN CHECK ENGINEER
TELEPHONE/E-MAIL: (714) 536-5679 / DALEE@SURFCITY-HB.ORG
PROJECT DESCRIPTION: TO PERMIT THE ESTABLISHMENT OF AN APPROXIMATELY 22,584 SQ. FT. DAY CARE FACILITY WITHIN AN EXISTING COMMERCIAL UNIT.

The following is a list of code requirements deemed applicable to the proposed project based on plans received and dated September 11, 2007. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. Electrical, plumbing, and mechanical items are not included in this review. If you have any questions regarding these comments, please contact the plan reviewer. Compliance is required prior to building permit issuance and all applicable items must meet the Huntington Beach Municipal Code (HBMC) and the California Code of Regulations (CCR or Title 24).

GENERAL:

1. Plans submitted after January 2008 shall comply with the 2006 IBC as amended by the State of California.
2. A Certificate of Occupancy application is required for this project.
3. Project to comply with the 2001 CBC, 2001 CMC, 2001 CPC, 2004 CEC, 2005 CA Energy Code and the HBMC.
4. Fire sprinkler will be required when the total area exceeds 5000 SF.
5. Plans must be prepared and stamped and wet signed by a California licensed Architect and /or Engineer.
6. All new areas must meet the Energy Standards of the State of California Building Code 2005 edition. Energy forms must be provided and reproduced on the plans. See California Building Code - 2001© section 310.11 for areas requiring heating.

7. Electrical permit and inspections will be required for electrical work and generator or temporary power pole installations.
8. Provide building permit application and completed drawing(s) for architectural and structural information and required documents for plan review. All unpermitted work must conform to the new code adopted by the City of Huntington Beach.
9. The grading plan shall be reviewed and approved by the architect for all site accessibilities. A statement, by the architect, shall be put on the grading plans stating that the plans have been reviewed and approved for all site accessibilities.
10. Commercial buildings shall provide adequate areas for collection and loading of recyclable materials. Show the location on the Site Plan and check with Public Works, Planning, and Fire Departments for their specific requirements.

INFORMATION ON PLANS:

11. Provide Building Code Analysis on the plans (Title Sheet) to show compliance with California Building Code ©, 2001 edition for:
 - a. Determine the OCCUPANCY CLASSIFICATION: Compute the floor area and occupant load of the buildings. Determine the occupancy group for each use. See Chapter 3.
 - b. Determine the ALLOWABLE FLOOR AREA: See Chapter 5.
 - c. Determine the TYPE OF CONSTRUCTION: See Chapter 6.
 - d. Conform with the type of construction requirements in chapter 6.
 - e. Conform with the exiting requirements in chapter 10.
12. Clearly show distance to all interior property lines and centerline of streets.
13. Show clear distance to other buildings on the same property and overhangs.
14. Note on the Plans:
 - a. *"Interior improvement designers must refer to original plans to comply with original assumptions of the building shell."*
 - b. *"This project must comply with Huntington Beach Security Ordinance Code."*

TENANT IMPROVEMENT:

15. This facility needs to provide a bathroom facility meeting the Disabled Access Standards of the State Building Code ©, 2001 edition. See Table 1115B-1, column 'K'.
16. Provide a fully dimensioned floor plan showing the size and use of all rooms or areas within the space being improved, modified, altered or converted to a different use/occupancy class (CBC Sec. 106.3.1 & 106.3.3).
17. Provide complete interior partition wall details. Include the gauge, ICBO approval numbers (for metal frame partitions), and all top and bottom attachment details.

18. Show occupancy group classification of the building *for each area*. Indicate occupant loads using occupant load factors of the CBC Table 10-A.
19. Means of Egress:
 - a. Provide an occupant load analysis on the plans and provide an exit plan.
 - b. Exits must have a minimum separation of one half the maximum overall diagonal of the building or area served measured in a straight line between exits [1004.2.4].
 - c. Provide exit signs readily visible to clearly indicate the direction of egress travel. Exit signs shall be properly illuminated [1003.2.8.2, 1003.2.8.4].
20. Exit Access [1004.2.1]: Where access to more than one exit is required from a space under consideration, such space may access one required exit through an adjoining or intervening room, which in turn provides direct access to an exit or to a corridor that provides direct access to an exit. All other required access to exits shall be directly from the space under consideration to an exit or to a corridor that provides direct access to an exit.
21. Provide tactile exit signage per 1003.2.8.6.1. Locate the appropriate signs on the plans.

ACCESSIBILITY STANDARDS:

22. When the total construction cost of alterations, structural repairs, or additions over the last three years (including the proposed work) does not exceed a valuation threshold of \$113,586 based on the construction index, access path of travel improvements and sanitary facilities, etc. shall be provided to the extent that the cost of providing access is at least 20% of the total cost of construction cost. (CBC Section 1134B.2.1, Exception 1)
23. If project does not meet the General Exemption provisions of (CBC Section 1134B.2.1), plans and details shall show full compliance with all applicable accessibility provisions of the CBC Chapter 11B.
24. All areas of newly designed or newly constructed buildings and facilities shall be made accessible to persons with disabilities as required. California Building Code © T24 Sec. 1101B.1.
25. All existing buildings and facilities, when alterations, structural repairs or additions are made to such buildings or facilities, shall comply with all provision of Division 1, New Buildings. The access requirements shall apply only to the area of specific alteration, structural repair or addition and shall include those areas listed under California Building Code © Section 1134B.1 & .2
26. Show on the plans access for the disabled is provided and meets current code. Provide a complete disabled access plan and list all required items and status of meeting current compliance standards.

STRUCTURAL (GENERAL):

27. Structural calculations shall be prepared to comply with the California Building Code ©, 2001 edition.
28. Calculations must include the following special loads:

- a. Roof or floor mounted equipment weighing 400 pounds or more must be shown on the structural framing plans and must be include in the structural analysis and provide a design for anchorage to the building frame.

PRESCHOOL:

29. Exiting (Chapter 10). Provide an occupant load analysis on the plans and provide an exit plan to show all exit used for exiting. You should use "nurseries for children" with occupant load factor of 35 SF and two exits required with 7 or more [table 10-A].
- 30.
31. Panic type hardware is required. See section 1007.3.10
32. Provide for this project's playground an access gate for the police, fire equipment, and ambulances. See Education Code section 32020 and California Building Code - 2001© section 1007.3.11.
33. Provide floor level exit signs required by 1007.3.12.
34. Provide a one-hour occupancy separation wall between the classrooms and the laundry room and the kitchen room.
35. No Class I, II, III-A liquids shall be placed or stored or used, except for operation and maintenance of the facility as set forth in the Fire Code. See section 305.8.
36. Per 305.3, the building shall front directly on a public street or an exit discharge not less than 20 feet in width. At least one required exit shall be located on the public street or on the exit discharge.

FEES:

37. For budgeting purposes, the attached chart may be used to estimate the cost of construction fees based on the project valuation. The cost of construction permits required for other departments and trades are not included. Applicability of these project specific fees will be determined by the appropriate agencies upon review of the project.

Note that the fees calculated are an approximation of the actual fees based on the current fee ordinance and may be subject to change without notice. The final fees will be determined when an application is submitted.

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CITY OF HUNTINGTON BEACH FIRE DEPARTMENT

PROJECT IMPLEMENTATION CODE REQUIREMENTS

DATE: APRIL 25, 2008
PROJECT NAME: MY FIRST MONTESSORI PRESCHOOL
ENTITLEMENTS: CUP NO. 07-033
PROJECT LOCATION: 19118 BROOKHURST, HUNTINGTON BEACH, CA
PLANNER: ANDREW GONZALES, ASSISTANT PLANNER
TELEPHONE/E-MAIL: (714) 374-1547/ agonzales@surfcity-hb.org
PLAN REVIEWER-FIRE: LEE CALDWELL, FIRE DEVELOPMENT SPECIALIST
TELEPHONE/E-MAIL: (714) 536-5531/ lcaldwell@surfcity-hb.org
PROJECT DESCRIPTION: TO PERMIT THE ESTABLISHMENT OF AN APPROXIMATELY 22,584 SQ. FT. DAY CARE FACILITY WITHIN AN EXISTING COMMERCIAL UNIT. (Review of April 2008 Conceptual Revisions)

The following is a list of code requirements deemed applicable to the proposed project based on plans received and dated November 21, 2007. The list is intended to assist the applicant by identifying requirements which must be satisfied during the various stages of project permitting and implementation. If you have any questions regarding these requirements, please contact the Plan Reviewer- Fire: LEE CALDWELL, FIRE DEVELOPMENT SPECIALIST.

BASIC FACILITY DESIGN REVIEW.

- a. **Arrival/Departure Parking Area.** The approach/departure lanes to the drop-off/pick-up area would need to be a minimum of 26' in width. (See item "A") (See attached PDF sheets for some possible configurations). The design of the drop-off/pick-up lane is an acceptable concept. Note: Parking will not be allowed within the designated 26 foot wide fire lane. **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- b. **Student Drop-Off/Pick-up Receiving or Waiting Area.** The area to the front of the facility should be designed as an "area of safe refuge", which protects the arriving/departing students and parents from vehicles should a driver lose control. This area should offer substantial ballistic protection from vehicles, such as concrete planters or concrete-filled pipe bollards (minimum 6" diameter). Note: Bollards should be spaced at a close enough interval to prevent cars from driving between the bollards. **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- c. **Playground Area of Safe Refuge.** The playground area to the east side of the building would most likely be used as an area of safe refuge in the event of an emergency or facility evacuation. A faculty-secured exit gate should be provided to exit this area without

needing to re-enter the building. The gate should prevent unauthorized egress by unsupervised young students, but be readily openable by the faculty. Knox access from the outside shall be provided. (See item "L") (See attached PDF sheet) **NOTE:** April 2008 proposed revisions meet this requirement. (FD)

PRIOR TO DEMOLITION, GRADING, SITE DEVELOPMENT, ISSUANCE OF BUILDING PERMITS, AND/OR CONSTRUCTION, THE FOLLOWING SHALL BE REQUIRED:

- a. **Fire Access Roads** shall be provided and maintained in compliance with City Specification # 401, *Minimum Standards for Fire Apparatus Access*. Driving area shall be capable of supporting a fire apparatus (72,000 lbs and 12,000 lb point load). Minimum fire access road width is twenty-four feet (24') wide, with thirteen feet six inches (13' 6") vertical clearance. Fire access roads fronting commercial buildings shall be a minimum width of twenty-six feet (26') wide, with thirteen feet six inches (13' 6") vertical clearance. For Fire Department approval, reference and demonstrate compliance with City Specification # 401 *Minimum Standards for Fire Apparatus Access* on the plans. **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- a. **Fire Access Road Turns and Corners** shall be designed with a minimum inner radius of seventeen feet (17') and a minimum outer radius of forty five feet (45') per City Specification # 401 *Minimum Standards for Fire Apparatus Access*. For Fire Department approval, reference and demonstrate compliance with City Specification # 401 *Minimum Standards for Fire Apparatus Access* on the plans. **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- b. **Fire Lanes**, as determined by the Fire Department, shall be posted, marked, and maintained per City Specification #415, *Fire Lanes Signage and Markings on Private, Residential, Commercial and Industrial Properties*. The site plan shall clearly identify all red fire lane curbs, both in location and length of run. The location of fire lane signs shall be depicted. For Fire Department approval, reference and demonstrate compliance with City Specification # 401 *Minimum Standards for Fire Apparatus Access* on the plans. **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- c. **Fire Alarm System** is required. For Fire Department approval, shop drawings shall be submitted to the Fire Department as separate plans for permits and approval. For Fire Department approval, reference and demonstrate compliance with *UBC 305.9* on the plans. A C-10 electrical contractor, certified in fire alarm systems, must certify the system is operational annually. (FD)
- d. **Automatic Fire Sprinklers** are required. Automatic fire sprinkler system required for buildings over 5000 square feet. Separate plans (three sets) shall be submitted to the Building Department for permits and Fire Department approval. The system shall provide water flow, tamper and trouble alarms, manual pull stations, interior and exterior horns and strobes.

Fire sprinkler coverage needs to be extended to include the new overhang covered areas.

Modification, additions, or deletions to an existing automatic fire sprinkler system or fire alarm system shall require that separate plans (three sets) shall be submitted to the Building Department for permits and Fire Department approval. Any extended interruption of the fire sprinkler system operation will require a "fire watch", approved by the Fire Department. Reference compliance with City Specification # 420 - Automatic Fire Sprinkler Systems and NFPA 13 in the plan notes.

Automatic fire sprinkler systems must be maintained operational at all times, with maintenance inspections performed quarterly and the system serviced every five years by a state licensed C-16 Fire Protection Contractor.

For Fire Department approval, reference that a fire sprinkler system will be installed in compliance with City Specification # 420 - Automatic Fire Sprinkler Systems in the plan notes. (FD)

- e. **Fire Department Connections (FDC)** to the automatic fire sprinkler systems shall be located to the front of the building, at least 25 feet from and no farther than 150 feet of a properly rated fire hydrant. (FD)
- f. **Commercial Fire Sprinkler Systems Supply** shall be from a dedicated fire water service installed per Fire Department, Public Works, and Water Division Standards. The dedicated fire water service connection shall be a minimum of four inches (4") in size. Depending on fire sprinkler system demands, larger water service may be required. Separate plans shall be submitted to the Public Works Department for approval and permits, and must be completed prior to issuance of a grading permit. The dedicated fire water service off-site improvements shall be shown on a precise grading plan, prepared by a Licensed Civil Engineer. Contact Huntington Beach Public Works Department (714-536-5431) for offsite water improvement requirements. (FD)
- g. **Fire Service Piping (FSP)** Application for permit shall be made for on-site Fire Service Piping (FSP), including but not limited to, private fire service mains and underground sprinkler laterals. Maximum allowed velocity of fire flow in supply piping is 12 fps. Additionally, application for permit shall be made for fire protections systems (sprinklers, alarms, chemical, fire pumps, etc.) as applicable.

Permits may be obtained at the City of Huntington Beach Department Fire Department by completing a Fire Permit Form (available at Fire Administration) and submitting such plans and specifications as required by the bureau of fire prevention. A permit constitutes permission to begin work in accordance with approved plans and specifications. The permit fee includes plan checking and inspections by an authorized fire prevention inspector. Development reviews/approvals by the bureau of fire prevention during planning do not constitute approval to perform FSP or fire protection system work, unless otherwise noted. (FD)

- h. **Connection to the Public Water Supply** - Separate plans shall be submitted to the Public Works Department detailing the connection, piping, valves and back-flow prevention assembly (DDCA) for approval and permits. Approval by Public Works and the Fire Department must be completed prior to issuance of a grading permit. The dedicated private fire water service off-site improvements shall be shown on a precise grading plan, prepared by a Licensed Civil Engineer. (FD)
- i. **Trash Dumpsters** or containers with an individual capacity of 1.5 cubic yards (40.5 cubic feet) or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines unless protected by an approved fire sprinkler system. HBFC 1103.2.2 For Fire Department approval, reference and demonstrate compliance with HBFC 1103.2.2 **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- j. **Main Secured Building Entries** shall utilize a KNOX® Fire Department Access Key Box, installed and in compliance with City Specification #403, Fire Access for Pedestrian or Vehicular Security Gates & Buildings. Please contact the Huntington Beach Fire Department Administrative Office at (714) 536-5411 for information. Reference compliance with City Specification #403 - KNOX® Fire Department Access in the building plan notes. (FD)
- k. **Fire Sprinkler System Controls** access shall be provided, utilizing a KNOX® Fire Department Access Key Box, installed and in compliance with City Specification #403, Fire Access for Pedestrian or Vehicular Security Gates & Buildings. The approximate location of the system controls shall be noted on the plans. Reference compliance in the plan notes. (FD)
- l. **Secondary Emergency Access Gates** serving courtyards, paseos, and all project pool or spa areas must be secured with **KNOX® Fire Department Access Key Box** in addition to association or facility locks (if any). For Fire Department approval, reference compliance with *City Specification # 403 Fire Access for Pedestrian or Vehicular Security Gates & Buildings* in the plan notes. **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- m. **Gates and Barriers** shall be openable without the use of a key or any special knowledge or effort. Gates and barriers in a means of egress shall not be locked, chained, bolted, barred, latched or otherwise rendered unopenable at times when the building or area served by the means of egress is occupied, and shall swing in the direction of travel when required by the Building Code for exit doors. **NOTE:** April 2008 proposed revisions meet this requirement. (FD)
- n. **Building Address Numbers** shall be installed to comply with City Specification #428, Premise Identification. Building address number sets are required on front of the structure and shall be a minimum of six inches (6") high with one and one half inch (1 ½")

brush stroke. Note: Units shall be identified with numbers per City Specification # 409 Street Naming and Address Assignment Process. Unit address numbers shall be a minimum of four inches (4") affixed to the units front door in a contrasting color. For Fire Department approval, reference compliance with City Specification #428 Premise Identification in the plan notes and portray the address location on the building. (FD)

- o. **GIS Mapping Information** shall be provided to the Fire Department in compliance with GIS Department CAD Submittal Guideline requirements. Minimum submittals shall include the following:

- Site plot plan showing the building footprint.
- Specify the type of use for the building
- Location of electrical, gas, water, sprinkler system shut-offs.
- Fire Sprinkler Connections (FDC) if any.
- Knox Access locations for doors, gates, and vehicle access.
- Street name and address.

Final site plot plan shall be submitted in the following digital format and shall include the following:

- Submittal media shall be via CD rom to the Fire Department.
- Shall be in accordance with County of Orange Ordinance 3809.
- File format shall be in .shp, AutoCAD, AUTOCAD MAP (latest possible release) drawing file - .DWG (preferred) or Drawing Interchange File - .DXF.
- Data should be in NAD83 State Plane, Zone 6, Feet Lambert Conformal Conic Projection.
- Separate drawing file for each individual sheet.
In compliance with Huntington Beach Standard Sheets, drawing names, pen colors, and layering convention. And conform to *City of Huntington Beach Specification # 409 – Street Naming and Addressing*.

For Fire Department approval, reference compliance with *GIS Mapping Information* in the building plan notes. (FD)

- p. **Fire Extinguishers** shall be installed and located in all areas to comply with Huntington Beach Fire Code standards found in City Specification #424. The minimum required dry chemical fire extinguisher size is 2A 10BC and shall be installed within 75 feet travel distance to all portions of the building. Extinguishers are required to be serviced or replaced annually. For Fire Department approval, reference and demonstrate compliance with City Specification #424 – *Portable Fire Extinguishers* on the plans. (FD)
- q. **Exit Signs and Exit Path Markings** will be provided in compliance with the Huntington Beach Fire Code and Title 24 of the California Administrative Code. Reference compliance in the plan notes. (FD)

- r. **Egress Illumination/Emergency Exit Lighting** with emergency back-up power is required. Provide means of egress illumination per HBFC 1211.1 and UBC 1003.2.9. (FD)
- s. **Decorative Materials** shall be in conformance with HBFC sec. 1103.3.3 and shall be flame resistant. (FD)
- t. **Interior Wall and Ceiling Finishes.** Interior wall and ceiling finishes shall be in accordance with the Building Code. N.F.P.A. Life Safety Code section 15.7.4.3, a nationally recognized standard of good practice, requires that **a maximum of 20% of a wall may be used for artwork and teaching materials that are not "fire retardant/treated in educational occupancies. In sprinklered buildings, 50% of the wall may be utilized.** To reduce the chance of rapid fire spread, decorations must be maintained a minimum of four (4) feet from any corner of an adjoining wall and a minimum of four (4) feet from any exit. (FD)
- u. **Drapes and Interior Fabrics.** Please provide proof to the Huntington Beach Fire Department that the fabric of all drapes are certified as flame retardant. **If the fabric is not flame retardant, then they shall not be utilized in the occupancy at any time, for any purpose.**

If the fabrics are not fire retardant, and you desire to use the fabrics for decorative purposes, then they shall be treated with a flame retardant finish application approved by the California State Fire Marshal's Office. Once treated, a copy of each "Registered Flame Retardant" certificate shall be submitted to the Huntington Beach Fire Department prior to using the material for future use. For further information about fire retardant application, go to the Office of the California State Fire Marshal website: "<http://osfm.fire.ca.gov/flameretardant.html>".

It is your responsibility to ensure that all decorative materials, used in the occupancy, are certified "Registered Flame Retardant" by the California State Fire Marshal's office prior to approving their use in the occupancy. Otherwise, the materials are to be removed immediately.

Excerpt from the Office of the State Fire Marshal: "In California, the Office of the State Fire Marshal staff issue certificates of registration for approved flame retardant chemicals, for those individuals and companies that apply flame retardant chemicals, for nonflammable materials, and for fabrics that have been treated with flame retardant chemicals. All approved and registered flame-retardant chemicals; nonflammable materials and treated fabrics are first subjected to laboratory testing and must satisfactorily demonstrate their flame-retardant capabilities. The SFM has the authority in drinking and dining establishments, places of public assembly and schools, to require decorative materials and fabrics (curtains, drapes, drops, hangings and tents, awnings or other fabric enclosures) be made from a nonflammable material, or treated with approved flame retardant chemicals. That authority has expanded over the years to include other decorative materials such as artificial plants, Christmas trees, and trade show display equipment.

Other SFM laws and regulations address the fire retardant qualities of fabrics for children's sleep-ware and sheets and pillowcases used in health care facilities. Many countries such as France, England and Germany have adopted programs similar to the Office of the State Fire Marshal's program".

- v. ***Tents, Canopies and Membrane Structures*** shall be installed, spaced, placed, grouped, and fabricated in compliance with City Specification # 432 – *Standards for Tents, Canopies and Temporary Membrane Structures*. Fire Department Permits may be required for special events. For Fire Department approval, reference and demonstrate compliance with City Specification # 432 – *Standards for Tents, Canopies and Temporary Membrane Structures* on the plans. (FD)
- w. ***Awning Materials*** shall bear fire resistive labels, California State Fire Marshal's "Registered Flame Retardant" emblem, or other information identifying the material as fire retardant.
- x. ***Food Preparation Fire Protection System*** may be required for this project, depending on the scope of the on-site cooking. Plans (three sets) shall be submitted to the Building Department as separate plans for permits and Fire Department approval. Reference compliance with *City Specification # 412 Protection of Commercial Cooking Operations* in the plan notes. (FD)
- y. ***Cold Storage Rooms or Walk-In Freezers*** shall be openable without the use of a key or any special knowledge or effort. Doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unopenable at times when the building or area served by the means of egress is occupied. (FD)
- z. ***Building Address Numbers*** shall be installed to comply with City Specification #428, Premise Identification. Building address number sets are required on front of the structure and shall be a minimum of six inches (6") high with one and one half inch (1 ½") brush stroke. Note: Units shall be identified with numbers per City Specification # 409 Street Naming and Address Assignment Process. Unit address numbers shall be a minimum of four inches (4" w/ ½" brushstroke) affixed to the units front door in a contrasting color. For Fire Department approval, reference compliance with City Specification #428 Premise Identification in the plan notes and portray the address location on the building. (FD)

PRIOR TO CONVERSION, THE FOLLOWING SHALL BE REQUIRED:

- a. ***Primary Contact Information***. Provide the Fire Department with the responsible party or association name, address, and contact numbers for the group that will oversee the school and maintenance of the building and related facility components. (FD)

THE FOLLOWING CONDITIONS SHALL BE MAINTAINED DURING CONSTRUCTION:

- a. **Fire/Emergency Access and Site Safety** shall be maintained during project construction phases in compliance with City Specification #426, Fire Safety Requirements for Construction Sites. (FD)

OTHER:

- a. **Discovery of soil contamination or underground pipelines, etc.**, must be reported to the Fire Department immediately and the approved work plan modified accordingly in compliance with City Specification #431-92 Soil Clean-Up Standards. (FD)
- b. **Outside City Consultants.** The Fire Department review of this project and subsequent plans may require the use of City consultants. The Huntington Beach City Council approved fee schedule allows the Fire Department to recover consultant fees from the applicant, developer or other responsible party. (FD)

Fire Department City Specifications may be obtained at:
Huntington Beach Fire Department Administrative Office
City Hall 2000 Main Street, 5th floor
Huntington Beach, CA 92648

Or through the City's website at www.surfcity-hb.org

If you have any questions, please contact the Fire Prevention Division at (714) 536-5411.

S:\Prevention\1-Development\1-Planning Department - Planning Applications, CUP's\2007 CUP's\Brookhurst 19118 PA# CUP# 07-033 My First Montessori Preschool - Review of revisions 4-25-08 LC.doc

ATTACHMENT NO. 4.20



FIRE & LIFE SAFETY IN SCHOOLS

TO: Administrators of Public & Private Schools
FROM: Huntington Beach Fire Department - Bureau of Fire Prevention
SUBJECT: COMMON FIRE SAFETY ISSUES WITHIN PUBLIC / PRIVATE SCHOOLS

PURPOSE: To promote and maintain excellence in fire prevention, recognition of fire hazards and promotion of fire safety practices in all Huntington Beach schools in the event of a fire or other emergency. This proactive approach is accomplished through recognizing and eliminating hazards by maintaining existing built-in fire protection features, thus preventing hazards that hinder egress from buildings, thus providing optimal fire protection and increasing overall fire safety.

AUTHORITY: The California Fire Marshal's Office prescribes minimum requirements for public and private schools for the purpose of establishing minimum standards for the protection of life and property against fire, explosion or panic. California Code of Regulations (CCR) Title 19, California Building Code (CBC) and California Fire Code (CFC) mandate these requirements. Although most local ordinances, rules or regulations are not applicable to public schools, the State Fire Marshal's office requires that the local Fire Chief and his authorized representatives shall enforce the rules and regulations contained herein. **CCR Title 19 § 1.02 Purpose; 1.03 Scope; 1.09 Fire and Life Safety References and Resources; 1.12 Enforcement Agency**

NOTE: Codes and section information are noted throughout this bulletin. If you have specific questions relating to technical provisions of this code, please contact the Huntington Beach Fire Department by calling (714) 536-5411 to request assistance from the Fire Prevention Division. The fire department is glad to provide you with additional information and answer your questions.

COMMON FIRE CODE VIOLATIONS IN SCHOOLS

1. EXITING

EXIT SIGNS REQUIRED - The path of exit travel, to and within exits, in schools must be identified by exit signs conforming to the requirements of the California Building Code. Exit signs must be readily visible from any direction of approach. Exit signs must be located as necessary to clearly indicate the direction of exit travel. No point shall be more than 100 feet from the nearest visible sign.

EXIT SIGN ILLUMINATION - Exit signs must be lit at all times, or they may be of an approved self-luminous type.

OBSTRUCTION OF EXITS, AISLES, RAMPS, CORRIDORS and PASSAGEWAYS:

- a) Do not place or permit the installation or placement of any object, in any manner, which would block or obstruct the required width of any exit.
- b) Do not place or permit the installation or placement of any combustible material or equipment in immediately adjacent to any exit.
- c) School exit corridors are required for emergency exiting purposes and require a reduced fire load compared to the rest of the building. Although schools present special problems with the desire to display children's work, there have been displays made by teachers and students, which violate the flammability code requirements for decorative materials. Decorative materials must be flame retardant or meet the code requirements below in #3. Corridors are not to be used as workstations. Therefore, **obstructions such as chairs and tables will not be permitted in corridors.** (See Decorative Materials below)

PANIC HARDWARE AND EXIT DOORS - Exit doors may not be locked, bolted, fastened or otherwise obstructed, which would keep them from being opened from the inside without the use of special knowledge or effort. Panic hardware is required exiting room with occupancy loads >49 persons.

2. ASSEMBLY ROOMS & BUILDINGS

POSTING OF ROOM CAPACITY – All rooms having an occupant load of 50 or more where fixed seats are not installed, and which is used for assembly purposes, must have the capacity of the room posted in a conspicuous place on an approved sign near the main exit from the room. Sign shall be maintained legible by the school or the their authorized agent and shall indicate the number of occupants permitted for each room use.

3. DECORATIVE MATERIALS

CCR Title 19 § 3.08 / California Fire Code 1103.3.3 – Use of Combustible Decorative Materials – Combustible decorative materials used in Group A; Group H; and M wholesale and retail stores; Group E; Group I; and public areas of Group R, Division 1 Occupancies shall be flame resistant.

All decorative materials including curtains, drapes, hangings, Christmas trees, and any other combustible decorative materials must be flame retardant, and no such material may block or conceal any exit door, exit lights, fire alarm, hose cabinet or fire extinguisher. This also includes cardboard, canvas, plastic partitions or walls sometimes used for haunted houses or similar events. All of the above, and similar fire retardant materials must have a sewn in or affixed label or documentation.

The N.F.P.A. Life Safety Code § 15.7.4.3, a nationally recognized standard of good practice, requires that **a maximum of 20% of a wall area may be used for artwork and teaching materials that are not "fire retardant/treated in existing educational occupancies."** In buildings protected by automatic fire sprinkler systems, a maximum 50% applies. To reduce the chance of rapid fire spread, decorations must be a minimum of four (4) feet from any corner of an adjoining wall and a minimum of four (4) feet from any exit. If the decoration on the wall exceeds 20% of the wall area, "fire retardant/treated" material shall be used exclusively.

All materials, that would tend to increase the fire and panic hazard shall be made from a noncombustible material, or be treated and maintained in a flame retardant condition by means of a flame retardant solution or process approved by the State Fire Marshal. CCR Title 19. The CFC states that exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, electrical panels and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material. **NOTE: No paper is allowed on any exit doors.**

4. FIRE EXTINGUISHERS

Portable Fire Extinguishers shall be installed in occupancies and locations as set forth in the fire code and as required by the Fire Chief. Fire extinguishers must be in accordance with applicable codes. The minimum fire rating for general-purpose extinguishers is 2A:10B:C. Applications that are more stringent may apply for hazardous areas including woodshops, auto shops, spray booths, etc. **Travel distance** to any one fire extinguisher must not exceed **75 feet** unless they are located in hazardous locations where the maximum travel distance is **30 feet**.

All extinguishers must be securely installed on the hanger or in a secure bracket, placed in cabinets or wall recesses between 3 and 5 feet high. The hanger or bracket shall be securely and properly anchored to the mounting surface in accordance with the manufacturer's instructions. Extinguishers may not be obstructed or obscured from view. **Exception:** In large rooms, and in certain locations where visual obstruction may not be completely avoided, signs must be provided to indicate the location.

Fire extinguishers must be inspected or serviced **annually** and tagged by a state licensed concern **before** the expiration date on the existing tag.

5. FIRE PROTECTIONS SYSTEMS

AUTOMATIC FIRE SPRINKLER (AFS) SYSTEMS must be maintained operable at all times and **maintenance inspections** must be performed at least **quarterly**. AFS systems must be **serviced** at least every **five (5) years** by a **state licensed C-16 Fire Protection Contractor**.

SCHOOL FIRE ALARM SYSTEM - Every building used for educational purposes, regardless of occupancy classification, must be provided with an approved fire alarm system. The fire alarm system must be inspected regularly and a log kept showing inspection frequency and maintenance service. A licensed C-10 electrical contractor, certified in fire alarms systems, must certify the system operational at least annually.

6. ELECTRICAL HAZARDS

GENERAL - When electrical hazards are identified, measures to abate such conditions must be taken and the conditions must be immediately corrected. Electrical wiring, devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard may not be used.

EXTENSION CORDS - Extension cords must not be used as a substitute for permanent wiring. Power-strips, with over current protection and **UL** listings, are allowed in lieu of extension cords and may not be used in series (one plugged into another). Suitable protection must be provided to all cords subject to mechanical damage such as using cord bridges.

ELECTRICAL EQUIPMENT & ACCESS - A clear and unobstructed means of access with a minimum width of **30 inches** and a minimum height of **72 inches** must be maintained from the operating face of

the switchboard or panel board to an aisle or corridor. In areas where improper storage is an issue, place durable red or yellow paint or tape on the floor to indicate the area is not for storage.

ELECTRICAL ROOM LABELING - Doors into electrical control panel rooms must be marked with an easily visible, durable and legible sign stating "**ELECTRICAL ROOM**" or similar approved wording.

7. FIRE DRILLS

All public and private schools, excluding two-year community colleges, must cause the fire alarm signal to be sounded not less than **once every calendar month at the elementary and intermediate levels**, and **not less than twice yearly at the secondary level**, every school year.

- Fire drills must be conducted in a manner that provides for the execution of procedures set forth in the school emergency plan.
- Fire drills must include a review of the emergency plan and execution of as assigned employee duties.
- When fire drills are conducted, the orderly evacuation of the building receives priority over the speed of evacuation.
- All persons who are subject to the fire drill requirements are required to participate in the drill.
- Fire drills must be conducted at varying times and under varying conditions to simulated conditions that could occur during a fire or other emergency.
- Records of fire drills must be maintained on the premises for review by the Huntington Beach Fire Department. Include the date and time of each drill, the person conducting the drill, and other information relative to the drill. School records must include the time required to evacuate the buildings.
- Post the Fire Department telephone number, 911, in the office or at the main switchboard.
- Assign a responsible person to contact the Fire Department, via 911, upon notification of any fire or activation of the alarm system for any reason other than fire drills.
- Post evacuation plans showing paths of travel and alternate routes to designated dispersal areas in a conspicuous location in each classroom and all assembly areas.
- Upon receipt of fire alarm, teachers must remove their roll call books and call roll when designated evacuation area is reached.

NOTE: This bulletin addresses several common hazards in schools. It does not identify all fire and life safety issues. Consult **CCR Title 19 Public Safety** and referenced codes for more information.

QUESTIONS: For additional information, please contact the **Huntington Beach Fire Department** at (714) 536-5411 and/or the **California Fire Marshal's Office** in Monrovia at (626) 305-1954.

Thank you for doing your part to keep our schools and community safe. Please disseminate this information with fellow administrators, faculty and staff.

#1 PUBLIC SAFETY GOAL: KEEP PEOPLE SAFE!

BAS/sm

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Revised: 9-11-06

Page 4 of 4

ATTACHMENT NO. 4.24

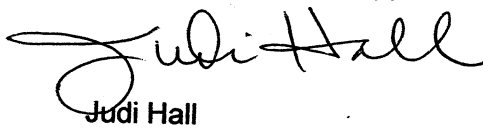
May 6, 2008

Andrew Gonzales
Assistant Planner, City of Huntington Beach Planning Dept.
2000 Main Street
Huntington Beach, CA 92648

Dear Mr. Gonzales,

My husband and I have lived at 10091 Kukui Dr. in Huntington Beach for 30 years. Our house is right behind the proposed site of My First Montessori day care/preschool at 19118 Brookhurst St. We have read the Notice of Intent for the draft Negative Declaration for the day care/preschool. We totally agree with The City of Huntington Beach Police Dept. project implementation recommendations made by Jan Thomas regarding the play area. Her recommendation the play area shown on the south and east sides of the building be moved exclusively to the north side of the building is absolutely necessary. If her recommendation is not mandated, not only will the noise level be intolerable, as my husband is retired and I will be retiring this year, but it is also a safety issue regarding the children. Please insist that this recommendation be made mandatory.

Thank you for your support.



Judi Hall
10091 Kukui Dr.
Huntington Beach, CA 92646

City of Huntington Beach

MAY 07 2008

cc: Jan Thomas, HBPD



BEIJING 08

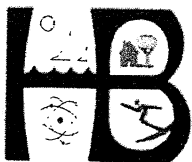
MAY 05 2008

Mr. Gonzalez,

We live on Gayfield
& Brookhurst and the
traffic here is "atrocious"
already!

A day-care in this
area would be extremely
dangerous for the children
with all the "fast
food" places & shops the
gas fumes alone would
be critical to a child's
health.

Our husband agrees
with your "Negative
Declaration." (Montessori)
M. L.



CITY OF HUNTINGTON BEACH

ENVIRONMENTAL BOARD

May 16, 2008

Andrew Gonzales
Department of Planning
City of Huntington Beach
2000 Main St
Huntington Beach, CA 92648

Subject: Draft Negative Declaration No. 07-006

Mr. Gonzales,

The Environmental Board has reviewed the Draft Negative Declaration No. 07-006 for the proposed My First Montessori School located at 19118 Brookhurst Street. The Board submits the following comments for consideration.

1. The Board recommends the play area be placed on the north side of the building for the same reasons as suggested by the City Police Department comment letter submitted on the subject project.
2. The Board supports both the City Police and Fire Departments comments on the subject project regarding arrival and departing parking and that circulation be in a one-way direction and be fenced.
3. The Board has a concern with the land use compatibility of a school being located next to an automotive repair and parts business.

Sincerely,

Craig A. Justice
Chair, Huntington Beach Environmental Board

City of Huntington Beach
MAY 16 2008

ATTACHMENT NO. 6.1